How to Report Service Activities in Rotary Club Central on the Rotary International Website

Rotary International President Ian Riseley has taken a particular interest in encouraging clubs to report and showcase the important work they're doing. This in turn gives Rotary a sense of the level of impact of club service worldwide.

Rotary Club Central (RCC) was redesigned this year to include an area for tracking service activities. Each club should report in RCC monthly.

District 5950 created a spreadsheet that contains the same data fields that Clubs will be asked to report in Rotary Club Central. You can access that spreadsheet on the District 5950 website: (Insert link if possible). Each club is also being asked to send their data monthly to Alexa Rundquist at District 5950; this will allow the District 5950 to compile data for District 5950 Clubs.

Club Presidents are encouraged to designate tracking of Club Service Activities to their Club Service Chair or another trusted member of their club. **Only the President** will be able to report the information into Rotary Club Central, due to their level of access.

Guidelines on what to report are provided at the end of this document.
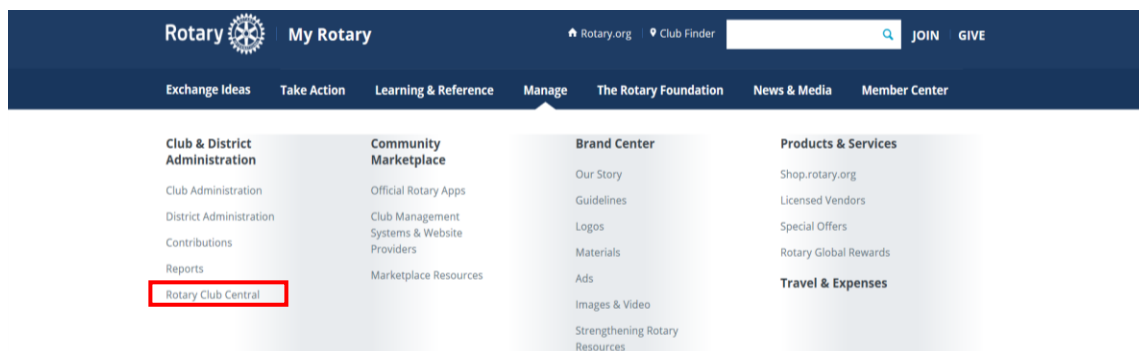
Questions: Alexa Rundquist at District 5950

Step by Step Guide to reporting Service Activities
in Rotary Club Central on the Rotary International website.

1. Log into your myrotary.org

    If you do not remember your password or cannot login contact Rotary International directly to have them reset your password.

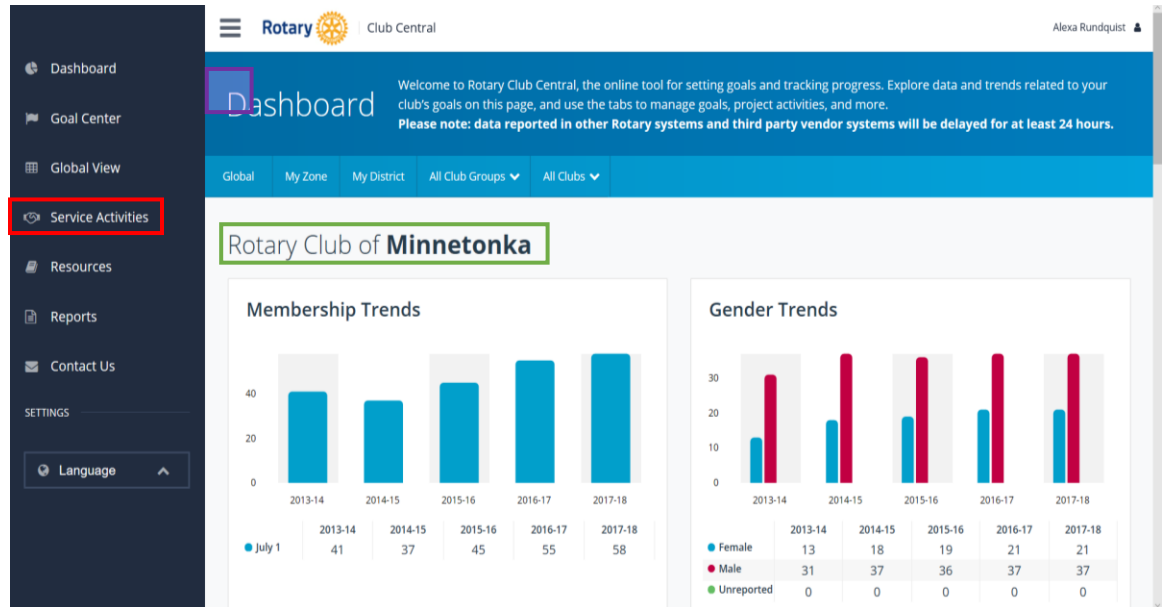2. Click Manage on the Blue Taskbar
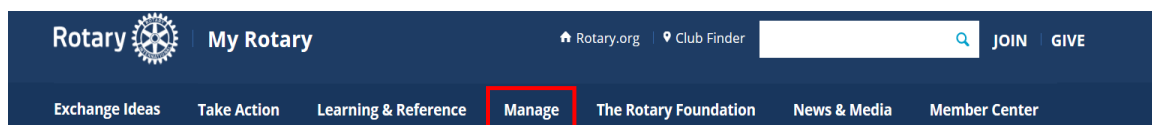
3. Under Club & District Administration, Click on Rotary Club Central

4. In Club Central, click on the Service Activities tab on the left-hand side.
   a. Green Box – Will read your Club
   b. Purple Box - *Helpful Hint* - this will minimize/maximize the tabs on the left to give you more room in the main area of the page

5. Click Add new service project or repeat past service project.
   a. A new service project has never been recorded in RCC.
   b. A repeat service project always you take information enter from a previous event and edit details for reoccurring projects. (Ex: Monthly service activity at the food shelf, weekly mentoring, etc.)
   c. 1st Green Box – Will read your Club
   d. 2nd Green Box – Enter data for 2017-2018 – You can review data from past years, if it was entered.
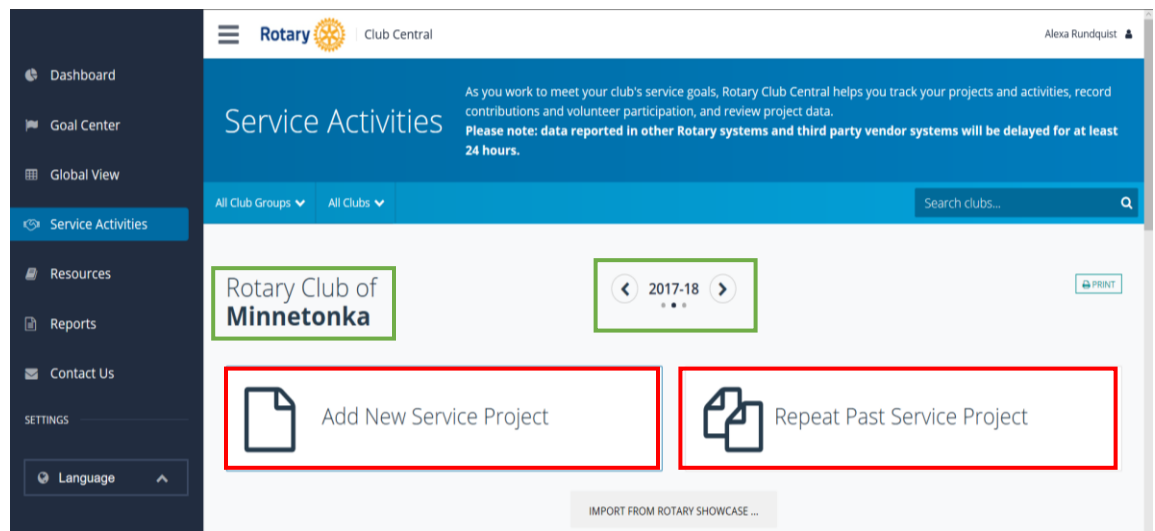
6. A green screen will appear where you enter information about a new service project.
   Some of the data fields are required and designated with *required.
   Upon completion of all the data fields, click save in the upper right-hand corner.

Club leaders are encouraged to keep track of hours that are directly related to service – time spent organizing, preparing for, and participating in service activities. This could time spent in club committee meetings, for the purpose of planning service activities, or a club meeting in which a service project takes the place of a regular meeting. These could be reported as separate events or combined into one event with hours and number of participants being reflected by total from all of the events.

If your club does a service project that includes Rotaractors, Interactors, members of a Rotary Community Corps, or other community volunteers, you could count the hours of all of the volunteers because the club arranged the service opportunity.

If Rotarians volunteer at a service project that was run and organized by another organization, you should only count the hours of the Rotary club members that participated.

Hours spent planning and participating in fundraisers should not be counted. The funds raised for this will be reflected when contributed to specific service events.